Title: Medical Aid Detail Report

Processes: Sub-Processes:

HRMS Training Documents

Medical Aid Detail Report

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/28/06	Lesa Terry	Initial Draft

Title: Medical Aid Detail Report

Processes : Sub-Processes :

HRMS Training Documents

Purpose

Use this procedure to obtain information on quarterly medical aid payments and file the quarterly reports with Labor and Industries.

Trigger

Perform this procedure at the end of the quarter.

Prerequisites

None

Transaction Code

ZHR_RPTPY394

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	Example: Make an entry in all required fields.
S	Action: Fix the problem(s) and then click (Enter) to proceed.
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or Or	Example: Save your entries. Action: Perform the required action to proceed.

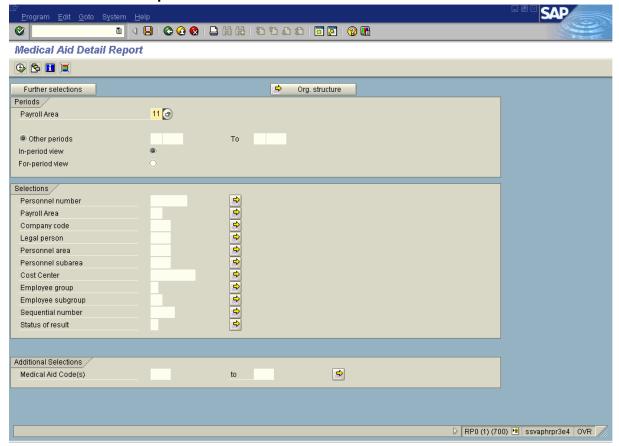
Processes : Sub-Processes :

HRMS Training Documents

Procedure

1. Start the transaction using the menu path above or transaction code ZHR RPTPY394.

Medical Aid Detail Report



2. Complete the following fields:

Field Name	R/O/C	Description	
Payroll Area	R	Description of the Payroll Area. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11	
Personnel area	R	A Specific agency/sub-agency in the State of Washington. Example: 1111	

State of Washington HRMS

File name: Version: SME Approved Script
MEDICAL_AID_DETAIL_ZHR_RPT Last Modified: 10/11/2006 8:07:00 AM

SAP Parent Page 3 / 7

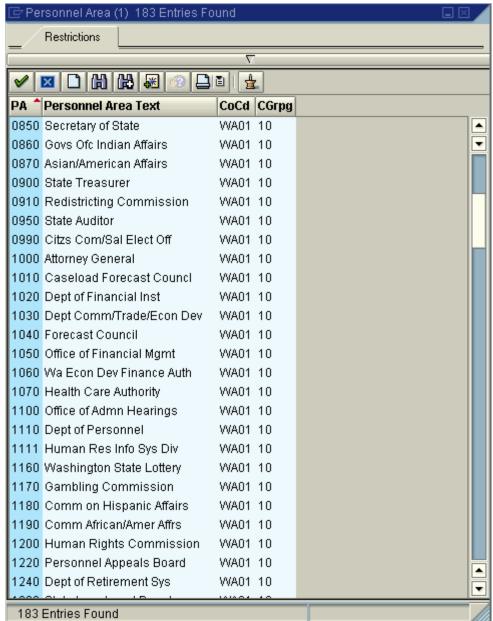
PY394.DOC

Processes : Sub-Processes :

HRMS Training Documents

3. Click in the Personnel Area field and then click on the (Matchcode) to open the selection list.

Personnel Area (1) 183 Entries Found



4. Select your agency from the list by double clicking on the name.

State of Washington HRMS

File name: Version: SME Approved Script
MEDICAL_AID_DETAIL_ZHR_RPT Last Modified: 10/11/2006 8:07:00 AM

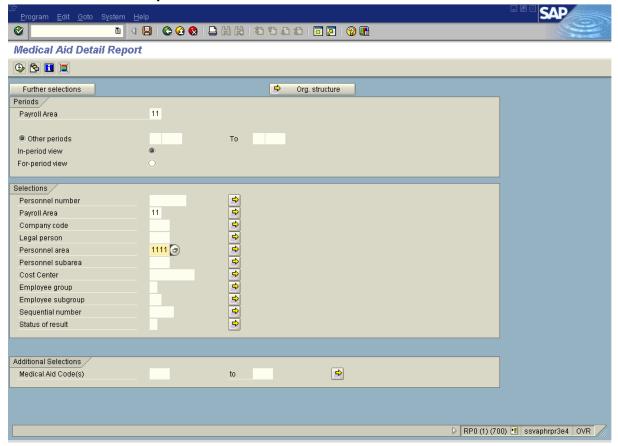
PY394.DOC

Title: Medical Aid Detail Report

Processes : Sub-Processes :

HRMS Training Documents

Medical Aid Detail Report



Processes : Sub-Processes :

HRMS Training Documents

5. Complete the following fields:

Field Name	R/O/C	Description	
Other periods	R	Description of the Other periods.	
		Enter the period for the <i>quarter</i> or <i>year</i> as listed below.	
		Quarter 1 - Period 1/20xx to 6/20xx Quarter 2 – period 7/20xx to 12/20xx Quarter 3 – period 13/20xx to 18/20xx Quarter 4 – period 19/20xx to 24/20xx	
		Lagged Quarter 1 – period 2/20xx to 7/20xx Lagged Quarter 2 – period 8 /20xx to 13/20xx Lagged Quarter 3 – period 14/20xx to 19/20xx Lagged Quarter 4 – period 10/06 to 01/07	
		Year – Period 1/20xx to 24/20xx Lagged Year – period 02/20xx to 01/20xx	
		Example: Quarter 3 – period 13/2006 to 18/2006	

6. Click (Execute) to execute the report.

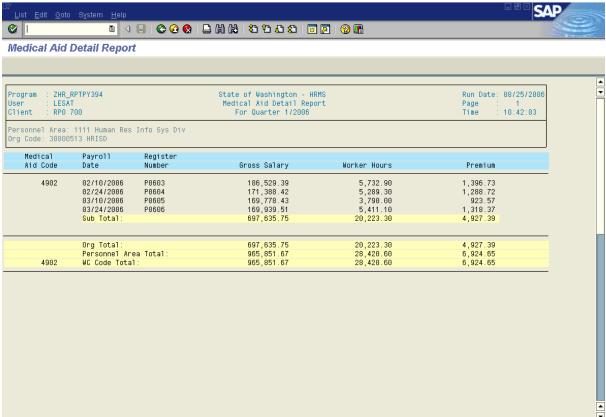
State of Washington HRMS

File name: Version: SME Approved Script
MEDICAL_AID_DETAIL_ZHR_RPT Last Modified: 10/11/2006 8:07:00 AM
PY394.DOC

Processes: Sub-Processes:

HRMS Training Documents

Medical Aid Detail Report





Report has sub totals and final totals for each worker compensation code assigned to your agency.

- 7. Using the information from the report, go to Labor & Industries File Quarterly Reports to register and file the quarterly medical aid reports.
- 8. You have completed this transaction.

Result

You have completed the quarterly medical aid payment reporting.

State of Washington HRMS

File name: Version: SME Approved Script MEDICAL_AID_DETAIL_ZHR_RPT Last Modified: 10/11/2006 8:07:00 AM PY394.DOC